

Log in to the Staff Portal

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Once the Staff Portal has been **launched**, Staff members can log in to view their activities, record time worked, enter availability, and more!

1. Log in to the Staff Portal using your username and password.
 - The Staff Portal can remain open indefinitely; however, when inactive for longer than the **Staff Session Timeout Limit**, individual staff members will be logged out of the portal.
 - The Staff Portal opens to the News tab. Check out our article **Staff Portal News - Department, Staff, and My News** for more details.
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